

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Dallas, Texas		2. POSITION NUMBER 60-7-1166	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position 00002733					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	0028	13	500
4. SUPERVISOR'S RECOMMENDATION	Environmental Protection Specialist	GS	0028	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Medling, Carter, Thompson, Harris, Gree			
7. ORGANIZATION (give complete organizational breakdown)		00014664 00009519 000083419			
a. U. S. ENVIRONMENTAL PROTECTION AGENCY		e. 60SF-VC			
b. Superfund Division		f.			
c. Revitalization & Resources Branch		g. DCD3482			
d. Contracts & Budget Section		h. EPAYS Organization Code 90652201			
8. SUPERVISORY/MANAGERIAL DESIGNATION <input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input checked="" type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide. <input type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Carlene Chambers, Chief, Contr & Budg Section			d. Typed Name and Title of Second-Level Supervisor Connie Suttice, Deputy Association Director		
b. Signature Carlene Chambers		c. Date 8/6/08	e. Signature Connie Suttice		f. Date 8/6/08
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code 00
d. Bargaining Unit Code 6011	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		f. Signature Skip		g. Date 8/6/08
11. REMARKS None					

United States Environmental Protection Agency
Washington, DC 20460

PA Position Description

1. Duty Location

Dallas, Texas

2. Position Number

6-7-166

3. Classification Action

a. Reference of Series and Date of Standards Used To Classify This Position

US OPM PCS for ENVIRONMENTAL PROTECTION SPECIALIST dtd 3/95.

b. Title

Service

Series

Grade

CLC

Official
Allocation

ENVIRONMENTAL PROTECTION SPECIALIST

GS

028

13

500

4. Supervisor's
Recommendation

Environmental Protection Specialist

GS

028

13

5. Organizational Title of Position (if any)

6. Name of Employee

HARTIS, KAREN E.; THOMPSON, HENRY; CARTER, LINDA

7. Organization (Give complete organizational breakdown)

REILLY, THOMAS C.; GEE, JO ANN

a. U. S. Environmental Protection Agency

e. 0002733 00019933
Contracts Management Team

b. Region 6

c. Superfund Division

d. Program Management Branch

h. EPAYS Organization Code

0003482

90652200

8. Performance Management and Recognition System (PMRS) Certification for Positions in Grades GS/GM 13-15

☒ S First or second level supervisor of 3 or more employees engaged in substantive professional, technical, or administrative work. Duties include assigning, directing, and reviewing work, evaluating performance, recommending personnel actions, training and developing employees, etc.☐ A An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature but requires the consistent exercise of independent judgment.☒ M A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of management duties outlined in the Supervisory Grade Evaluation Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an after ego to the manager.☐ B A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines, or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; deciding on plans or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies; not just interpret laws and regulations, give resource information or recommendations, or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.☐ N None of the above applies to this position. Exempt from PMRS.

9. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
Betty Williamson, Chief
Program Management Branchd. Typed Name and Title of Second-Level Supervisor
Myron O. Knudson, Director
Superfund Division

b. Signature

c. Date

e. Signature

f. Date

Ronald D. Anderson

7/29/97

Myron O. Knudson

7/29/97

10. Official Classification Certification

a. ☒ This position has no known promotion potential☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade -

b. Fair Labor Standards Act

☐ Nonexempt☒ Exempt

c. Signature of Classification Official

d. Date

Sharon L. White

9/26/97

11. (Continue on additional sheet(s) if necessary)

12. Duties and Responsibilities

Type on plain bond paper and attach to this form. Use format shown on reverse.

POSITION DESCRIPTION

Environmental Protection Specialist, GS-0028-13

Position Number:

Organizational Code: 90652101

Organizational Location: EPA, Region 6, Superfund Division, Program Management Branch, Contracts Management Team, Dallas, TX.

Primary Purpose: The primary purpose of this position is to serve as a senior Project Officer responsible for the effective management of Superfund contracts.

Performs program administration work, such as contract or grant management, or environmental liaison work, in order to accomplish the assigned environmental management and protection duties.

Performs work related to the initiation, administration, and/or close-out of contract : grants, cooperative agreements, and or interagency agreements (IAGs).

Contract Management (Project Officer only) 100%

Prepares the procurement request rationale document for submission to the Contracting Office. Monitors the cost, management, and overall technical performance of the contract after award. Performs the technical evaluation of proposals in accordance with EPA's source evaluation and selection procedures. Assists in the close-out of completed contracts, including completing the Project Officer evaluation of the Contractor's performance form and the memorandum to the Contracting Office. Provides guidance to Work Assignment Managers and Task Monitors throughout a regional program office as final authority on technical and/or scientific contract issues. Manages long-term, significantly complex contract(s) costing several millions of dollars.

Factor 1-8 1550 Points

Knowledge Required by the Position

Level 1-8; 1550

Mastery of program principles, concepts, practices, methods, and techniques to apply new developments and theories to major problems not susceptible to treatment by accepted methods.

Expert knowledge of Federal, State, and local laws and regulations, documentation and reporting requirements, and lawmaking or rulemaking processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs.

Factor 2-4 450 Points

Supervisory Controls

Level 2-4; 450

The supervisor sets the overall assignment objectives, program emphasis,

and resources available. The environmental protection specialist and supervisor, in consultation, develop the deadlines, projects, and work to be done.

The environmental protection specialist, having developed expertise in a particular program or functional area (e.g., municipal solid waste, land disposal, environmental information management) has continuing responsibility for independently planning and carrying out important environmental protection programs or projects; determining the approach to be taken and the methods to be used; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy in terms of established objectives. The specialist keeps the supervisor informed of progress, potentially controversial matters, and problems with far-reaching implications. Completed work is reviewed for conformance to overall requirements, compatibility with other work, and effectiveness in meeting objectives.

Factor 3-4 450 Points
Guidelines

Level 3-4; 450

Administrative policies and precedents, laws, regional or area directives, agency regulations, and scientific and technical references are usually applicable, but are stated in general terms. For example, operating guidance provides a broad overview of program goals and strategies as well as priorities, but does not detail how the identified priorities and activities will be accomplished. The environmental protection specialist uses initiative and resourcefulness in deviating from, refining, or extending traditional methods and practices, or in developing and recommending new or substantially modified methods, criteria, or policies.

Factor 4-5 325 Points
Complexity

Level 4-5; 325

The work includes a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities involving a number of facilities, sites, programs, etc. (e.g., planning and conducting/coordinating inspections to identify and evaluate violations in a variety of complex industrial and commercial establishments throughout a multistate area) or intensive analysis and problem solving (as a recognized expert) in a program or functional area.

Decisions regarding what needs to be done depend on assessment of very complex, diverse circumstances that involve major areas of uncertainty in approach, methodology, or interpretation resulting from such elements as continuing program changes, technological developments, new or unconventional methods, unique or controversial aspects of environmental protection, or conflicting interests or ideas (as between operational or mission requirements and environmental requirements or between State needs and Federal needs).

The work requires devising new methods and techniques to produce effective results or implement advances in such areas as pollution prevention, resource allocation, risk assessment, or quality assurance; establishing

criteria for administering or evaluating environmental programs; or developing policy guidance and procedural material for use by operating personnel.

Factor 5-4 225 Points
Scope and Effect

Level 5-4; 225

The purpose of the work is to plan and carry out a variety of important project or program activities. The work involves establishing criteria (e.g., developing operating guidance or procedural manuals for major agency activities); formulating projects; assessing program effectiveness; investigating or analyzing a variety of unusual conditions or questions; or providing advisory or oversight services to regional and operating personnel, State and local officials, industry representatives, and others on specific functions or programs. Assignments typically involve problems that are particularly difficult, widespread, or persistent; or that are systemic in nature involving major systems or processes. The work directly influences the effectiveness and acceptability of total environmental protection systems and/or programs affecting a wide range of agency activities, major activities of industrial or commercial concerns, or the operation of other agencies.

Factor 6-3 60 Points
Personal Contacts

Level 6-3; 60

The persons contacted include persons from outside the employing agency in a moderately unstructured setting. Typical of contacts at this level are those with persons in their capacities as contractors, inspectors, attorneys, company executives, community leaders, elected officials, or representatives of Federal or State regulatory agencies, professional organizations, the news media, or organized or ad hoc public action groups. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Factor 7-3 120 Points
Purpose of Contacts

Level 7-3; 120

The purpose of contacts is to influence, motivate, or persuade persons or groups who are typically skeptical, resistant, or uncooperative, and who must be approached skillfully to obtain the desired effect (e.g., negotiating compliance requirements or timetables; influencing or persuading agencies/companies to agree to use new or improved technologies about which there may be conflicting opinions; representing the office/agency, as a member of an institutional committee, on controversial licensing/permitting requests; working with Indian tribal leaders to modify plans when conflicting values must be resolved or accommodated; challenging the results of surveys or inspections by regulatory agencies; justifying the feasibility and desirability of plans or proposals that significantly affect office and/or agency practices, such as corrective action plans or funding requirements for environmental compliance and restoration projects).

Factor 8-1 5 Points
Physical Demands

Level 8-1; 5

The work is primarily sedentary, although some physical effort may be required, e.g., walking, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Factor 9-1 5 Points
Work Environment

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites.

Level 9-1; 5

Total: 3190 = GS-13